

Approval Management

The Approval Management page allows supervisors to make an approval decision (approve, reroute, recall/return, not approve) on case or provider work that has been approved by a worker and forwarded to the supervisor. Supervisors can also reroute approvals for which their workers have been part of the approval chain.

Select the Approval tab > Approval Management hyperlink to open the Approval Management page or click the Actions [menu] > Management > Approvals management.



Manage My Pending Approvals

1. The Approval Management page defaults to the 'Manage My Pending Approvals' view. The Worker drop-down list defaults to 'All.' You can toggle between 'Manage My Pending Approvals' and 'Reroute Worker Approvals' by selecting the appropriate radio button. You may also choose to view 'All' pending approvals for the supervisor's workers or approvals specific to an assigned worker by selecting the worker from the 'Worker' drop-down in the Approval Activity group box. There is also an auto sort feature with each column in the Manage My Pending Approvals group box. The triangle next to the C/P is currently sorting by case first and provider second. By clicking on the C/P column, the system will sort providers first and cases second. The auto sort feature works the same way for each of the columns.
2. You can view specific pieces of work by selecting the 'Work Type' hyperlink corresponding with the Case/Provider Name. You can also individually approve that specific piece of work while viewing it through the normal 'Approval Process' (see 'Approval' User Guide).

Note: Items marked with an (*) asterisk can only be approved by clicking on the Work Type hyperlink and approving the work from within the specific piece of work.

Approval Management - Windows Internet Explorer

eWiSACWIS

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Approval Activity

☒ Manage My Pending Approvals Worker: All
☐ Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input type="checkbox"/>	Case	Abby, Anne (9221241)	Placement & Service	Green, Worker	02/07/2014
<input type="checkbox"/>	Case	Carrot, Carol (9222743)	Foster Care	Fox, Frank	02/07/2014
<input type="checkbox"/>	Case	Dove, Mother (9222764)	Placement End (Cannot Not Approve from this page. Recall/Return to worker, or go to the Ending Page, to Delete the approvals.)	Green, Worker	02/07/2014
<input type="checkbox"/>	Case	Hope, Ann (9221980)	Family Interaction Plan	Green, Worker	02/07/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve Supervisor:

Save Close

100%

3. Multiple pieces of work can be addressed at the same time by selecting the checking box to

the left of each piece of work. When this is done, the Approval Decision group box will become enabled. You will be able to Approve, Reroute, Recall/Return, and Not Approve multiple pieces of work at the same time. The [Clear](#) hyperlink will clear out the current Approval Decision selection.

Approval Management - Windows Internet Explorer

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Approval Activity

☒ Manage My Pending Approvals Worker: All

☐ Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Placement & Service	Green, Worker	02/07/2014
<input checked="" type="checkbox"/>	Case	Carrot, Carol (9222743)	Foster Care Rate	Fox, Frank	02/07/2014
<input type="checkbox"/>	Case	Dove, Mother (9222764)	Placement End (Cannot Not Approve from this page. Recall/Return to worker, or go to the Ending Page, to Delete the approvals.)	Green, Worker	02/07/2014
<input type="checkbox"/>	Case	Hope, Ann (9221980)	Family Interaction Plan	Green, Worker	02/07/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

Approval Decision

☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve [Clear](#) Supervisor:

Save Close

100%

4. If you choose to Reroute the selected pieces of work, the [Other](#) hyperlink can be used to search out the supervisor in which the work will be rerouted to.

Approval Management - Windows Internet Explorer

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Approval Activity

☒ Manage My Pending Approvals Worker: All
☐ Reroute Worker Approvals

Manage My Pending Approvals

	C/P ▲	Case/Provider Name (ID)	Work Type	Worker	Approval Date
<input checked="" type="checkbox"/>	Case	Abby, Anne (9221241)	Placement & Service	Green, Worker	02/07/2014
<input checked="" type="checkbox"/>	Case	Carrot, Carol (9222743)	Foster Care Rate	Fox, Frank	02/07/2014
<input type="checkbox"/>	Case	Dove, Mother (9222764)	Placement End (Cannot Not Approve from this page. Recall/Return to worker, or go to the Ending Page, to Delete the approvals.)	Green, Worker	02/07/2014
<input type="checkbox"/>	Case	Hope, Ann (9221980)	Family Interaction Plan	Green, Worker	02/07/2014

* Items marked with an asterisk cannot be approved from this page. Click the link in the Work Type column to access this piece of work directly.

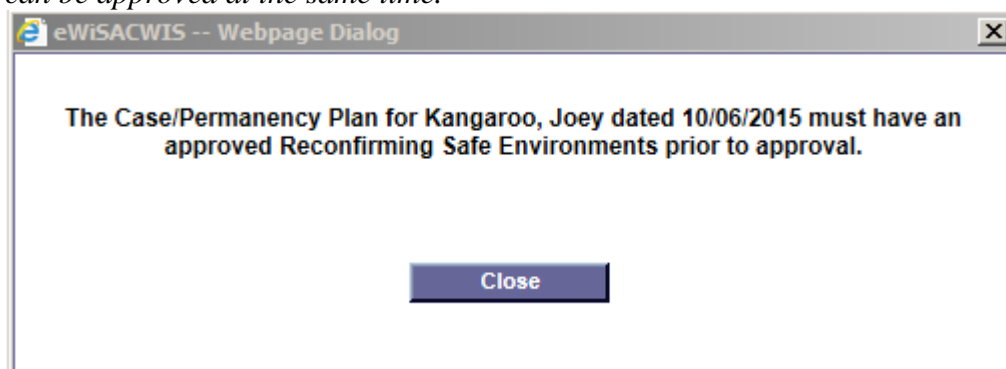
Approval Decision

☐ Approve ☒ Reroute ☐ Recall/Return ☐ Not Approve [Clear](#) Supervisor: Caitlin M. Cake [Other](#)

[Save](#) [Close](#)

5. Select Save and Close.

Note: If you try to approve a case/perm plan without all required linked documents (RCSE, FIP, SAAP, etc.) you will receive an error and be unable to approve the case/perm plan until the other documents are approved. All parts of a case/perm plan can be approved at the same time.



Reroute Worker Approvals

A Supervisor can reroute pending approvals for an existing worker to another worker assigned to the same supervisor.

1. On the Approval Management page, select the Reroute Worker Approvals radio button.
2. Select the worker from Worker drop-down for whom you want to reassign pending approvals from.

The screenshot shows a web browser window titled "Approval Management - Windows Internet Explorer" displaying the "eWiSACWIS" application. The interface includes a navigation bar with "Refresh", "Print", "Spell Check", and "Help" buttons. The main content area is divided into sections:

- Approval Activity:** Contains two radio buttons: "Manage My Pending Approvals" and "Reroute Worker Approvals" (which is selected).
- Worker:** A dropdown menu is open, showing a list of workers: Edo, Lemon; Flowers, Beautiful; Fox, Frank; Green, Worker; Kellogs, Jim; and Sam, Sammy.
- Reroute Worker Approvals:** A table with columns: "Select", "Case / Provider", "Case/Provider Name (ID)", and "Work Type". The "Select" column has a checkbox labeled "All".
- Select Receiving Worker:** A section with a label "Reroute to:" and an empty text input field.
- Buttons:** "Save" and "Close" buttons are located at the bottom right of the form area.

The browser's status bar at the bottom indicates a zoom level of 100%.

- Once the worker has been selected, all pending approvals for that worker will display in the Reroute Worker Approvals group box.
- You can click the Select All checkbox or select individual pieces of work to be rerouted in the Reroute Worker Approvals group box. You can also look at the individual pieces of work by selecting the Work Type hyperlink next to the associated case/provider.

Approval Management - Windows Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Approval Activity

☐ Manage My Pending Approvals
 Worker: Fox, Frank

☒ Reroute Worker Approvals

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input type="checkbox"/>	Case	Abby, Alice (9222756)	Assessment	02/29/2012
<input type="checkbox"/>	Case	Abby, Alice (9222756)	Safety Assessment, Analysis and Plan	02/29/2012
<input type="checkbox"/>	Case	Adopted, Alvin (9221301)	Safety Assessment, Analysis and Plan	07/29/2005
<input type="checkbox"/>	Case	Ashland, Frida (9221256)	Certification of Special Need	05/16/2005
<input type="checkbox"/>	Provider	Bucky Day Care (9221664)	Payment Request	11/21/2013

Select Receiving Worker

Reroute to:

Save Close

100%

- Once you select the pieces of work to be rerouted, a [Select Worker](#) hyperlink will appear at the bottom of the page. Search out the worker for whom the work should be rerouted. Click Save.

Approval Management - Windows Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Approval Activity

☐ Manage My Pending Approvals
 ☒ Reroute Worker Approvals

Worker: Fox, Frank

Reroute Worker Approvals

<input type="checkbox"/> Select All	Case / Provider	Case/Provider Name (ID)	Work Type	Creation Date
<input checked="" type="checkbox"/>	Case	Abby, Alice (9222756)	Assessment	02/29/2012
<input checked="" type="checkbox"/>	Case	Abby, Alice (9222756)	Safety Assessment, Analysis and Plan	02/29/2012
<input type="checkbox"/>	Case	Adopted, Alvin (9221301)	Safety Assessment, Analysis and Plan	07/29/2005
<input type="checkbox"/>	Case	Ashland, Frida (9221256)	Certification of Special Need	05/16/2005
<input type="checkbox"/>	Provider	Bucky Day Care (9221664)	Payment Request	11/21/2013

Select Receiving Worker

Reroute to: Worker Green [Select Worker](#)

Save Close

- A pop-up message will appear with the following message: “This will reroute the approval history for the selected approval(s) to the identified worker. Do you wish to continue?” Click Yes. You will return to the Approvals Management page.

